

**MRS. Iris Subel Davis**  
5904 East Shore Drive  
Pensacola, FL 32505 US  
Day Phone: 8507765141 - Ext:  
Evening Phone: 8507765141 - Ext:  
Email: iris.davis07@gmail.com

**Availability:**

**Job Type:** Permanent, Temporary, Term, Detail, Seasonal, Summer, Presidential Management Fellows, Recent Graduates, Multiple Appointment Types, Intermittent, Internships, Telework  
**Work Schedule:** Full-Time, Part-Time

**Desired locations:**

United States - FL - Pensacola

**Work Experience:**

**Americorps Vista Program**  
1301 West Government Street  
Pensacola, FL 32501 United States

**11/2017 - 11/2018**

**Salary:** 474.22 USD Bi-weekly

**Hours per week:** 40

**Volunteer Recruiter, Event Manager, Communications Coordinator**

**Duties, Accomplishments and Related Skills:**

Qualified for unique hiring path, Non-Competitive Eligibility (NCE), having successfully served as an AmeriCorps VISTA member. Active NCE from November 10, 2018 – November 9, 2019. Unique year of service in that I completed one position and was moved to a second. In first position, created communications plan for community engagement and internal communications; implemented strategic communications plans for all media platforms; traced and reported progress of strategic plans; built capacity for organization by developing social media platforms, messaging calendars, initiative-specific plans, and sustaining method for staff to perform communications; assisted Director with events, committee meetings, and community outreach efforts. In second position, I am assisting in developing and re-developing a streamlined volunteer engagement plan; establishing and implementing volunteer recruitment plans--pro-bono attorneys, volunteer attorneys, law clerks, law students, and non-legal volunteers to support direct services; streamlining donor relations on one event and event management styles on multiple events; and developing a local advisory board to improve input on services and needs in the local area.

**Supervisor:** Will Wirth (8504343157)

**Okay to contact this Supervisor:** Yes

**LP Executive Services**

5904 East Shore Drive  
Pensacola, FL 32505 United States

**09/2008 - Present**

**Hours per week:** 10

**Principal Consultant**

**Duties, Accomplishments and Related Skills:**

Assist businesses and non-profits in start-up filings; trouble-shoot existing organization & implement stream-lined procedures; design & implement programs that benefit organization & targeted recipients; physically organize office space for clients; facilitate volunteer trainings; plan & organize fund-raisers & large-scale community outreach/events

**Supervisor:** Iris Davis (8507765141)

**Okay to contact this Supervisor:** Yes

**Henry County Schools**

133 North Zack Hinton Pkwy  
McDonough, GA 30253 United States

**08/2011 - 05/2017**

**Salary:** 2,900.00 USD Per Month

**Hours per week:** 40

**Parent Involvement Professional, Site Coordinator/Grad Coach, Classroom Teacher**

**Duties, Accomplishments and Related Skills:**

During 2011-2016, I worked in a middle school first as a Parent Involvement Professional; then was promoted to Site Coordinator/Grad Coach. In 2016, I chose to return to the classroom as a 3rd grade teacher. My duties in each position were as follows: Parent Involvement Professional: Sought to increase parent involvement through consistent communication to parents; designed and implemented programs that benefited both parents and students; published monthly newsletter. Site Coordinator/Grad. Coach:

Accountable to 2 organizations simultaneously, county and private supervision, for one position; built & managed caseload of 80 students; designed & implemented programs that benefited both parents and students on a social and academic level; recruited community partners, when appropriate, to facilitate programs; presented parent workshops; managed whole school after-school tutoring program, participants and employees, which included payroll duties; served on school leadership team and provided input into school government; maintained school's website; collaborated with focus committees for school and student improvement and implementation of best practices. Classroom teacher: Taught language arts, social studies, math, and science to class of 20-25 students; instrumental in planning and implementing effectual structural changes for grade-level; formulated daily/unit lessons aligning curriculum to state standards; maintained, enriched, and furthered level of knowledge to increase standardized testing performance.

**Supervisor:** Human Relations (7709576601)

**Okay to contact this Supervisor:** Yes

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**Maximum Impact Love, Inc.**

350 Great Southwest Pkwy  
Atlanta, GA 30336 United States

**01/2010 - 08/2011**

**Salary:** 1,500.00 USD Per Month

**Hours per week:** 40

**Coordinator**

**Duties, Accomplishments and Related Skills:**

Developed a framework of teams to handle all facets of semi-annual event for 1,000-3,000+ guests; created a volunteer database, registration forms & process; coordinated with community leaders regarding land and legal issues performed all administrative functions; conducted team meetings as needed; directed vendor meetings to structure their objectives & goals to properly assist event guests; facilitated networking of agency & ministry representatives; oversaw all logistical matters including arranging OTR transportation and outside service vendors; oversaw 2 disaster relief missions into tornado storm area of North Alabama in 2011, coordinating with local authorities and FEMA center.

**Supervisor:** Drew Sewell/must leave detailed message (4046918900)

**Okay to contact this Supervisor:** Yes

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**Henry County Schools**

133 North Zack Hinton Pkwy  
McDonough, GA 30253 United States

**07/2005 - 07/2007**

**Salary:** 2,500.00 USD Per Month

**Hours per week:** 40

**Classroom Teacher**

**Duties, Accomplishments and Related Skills:**

Taught language arts, social studies, math, and science to class of 15-20; instrumental in planning and implementing effectual structural changes for grade-level; formulated daily lessons aligning curriculum to state standards; maintained, enriched, and furthered level of knowledge to increase standardized testing performance

**Supervisor:** Human Relations (7709576601)

**Okay to contact this Supervisor:** Yes

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**Education:**

**Mercer University** Macon, GA United States

Bachelor's Degree 05/2005

**GPA:** 3.79 of a maximum 4.0

**Major:** Education **Honors:** Cum Laude

**Relevant Coursework, Licenses and Certifications:**

Certified Elementary Teacher through 2021.

Kappa Delta Pi member/Education Honor Society

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**TUI Univesity** Cypress, CA United States

Some College Coursework Completed

**GPA:** 4.0 of a maximum 4.0

**Credits Earned:** 16 Semester hours

**Major:** Masters of Business Administration

**Relevant Coursework, Licenses and Certifications:**

Completed 2 courses in MBA program. Stopped due to death of husband.

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**Job Related Training:**

Teaching Adult Learners--Kennesaw State University CEUs  
Grant Writing-Beginning & Advanced--University of GA CEUs

**Affiliations:**

Be Ready Alliance Coordinating for Emergencies - Search & Rescue Facilitator

**Professional Publications:**

God's Promise of Victory, 2012

**References:**

Name	Employer	Title	Phone	Email
Dr. Kimberly Anderson (*)	Henry County Schools	Principal	7709574101	kimberly.anderson@henry.k12.ga.us
Louis Author (*)	Destiny Rock of Escape	Ministry Lead	2257253013	dthrofes@gmail.com
Drew Sewell (*)	CKS Packaging, Inc.	VP of Sales	4046918900	drew@ckspackaging.com
Melissa Lewis (*)	United Way of Escambia County	Director of Operations	8504343157	melissa@unitedwayescambia.org

(\*) Indicates professional reference